

STATE OF CALIFORNIA

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Date: January 29, 2003

LEAVE ACCOUNTING LETTER # 03-008
(Civil Service Only)

To: All Agencies in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: CLAS CIVIL SERVICE WORKBOOK REVISION #W2 (INTERNET VERSION)

The internet version of the CLAS Civil Service Workbook has been updated and replaces the current PDF version. The workbook can be obtained by accessing the State Controller's Office web site at:

<http://www.sco.ca.gov/ppsd/clas/index.shtml>

After entering the web site, the workbook may be accessed by clicking on the 'References' button, then clicking on the 'Civil Service Workbook' link.

This revision includes expanded Temporary Separation procedures, special procedures for roll code 4 employees, and information and a sample of the reformatted Leave Activities and Balance (LAB) report.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format, page number, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below are the pages being revised and a summary of the revisions by Section:

Remove Pages	Insert Pages
Table of Contents	Table of Contents i - vi
27-29	27 - 29
56 - 60	56 - 60
112	112
116 - 117	116 - 117

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Section - KEYING CONDITIONS

Temporary Separation Procedures

Expanded procedures to include instructions on how to continue state service and leave benefit accruals while employee is on a temporary separation.

Positive Paid Employees

Added special procedures for roll code 4 employees.

Section - EXAMPLES

New to CLAS

Added instructions for roll code 4 employees.

Previously or Continuing on CLAS

Updated procedures.

Section - INFORMATION

CLAS Reports

Added information and a sample of the reformatted LAB report.

If you have any questions regarding this leave letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:dk